



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
INVITATION FOR BID**

**AMENDMENT NO. 002  
IFB NO. B1E05049  
TITLE: Equipment: Mailing  
ISSUE DATE: 09/03/04**

**REQ #: NR 650 SPR50000001  
BUYER: Liz Palazzolo  
PHONE NO.: (573) 751-4885  
E-MAIL: liz.palazzolo@oa.mo.gov**

**RETURN BID NO LATER THAN: 09/08/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN BID AND AMENDMENT(S) TO:**

**DPMM  
P O BOX 809  
JEFFERSON CITY MO 65102-0809**

**or**

**DPMM  
301 WEST HIGH ST, RM 630  
JEFFERSON CITY MO 65101**

**CONTRACT PERIOD: Date of Award through One Year**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Springfield Regional Center  
1515 E. Pythian  
Springfield, MO 65801**

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original IFB as modified by this and any previously issued IFB amendments. The bidder should, as a matter of clarity and assurance, also sign and return all previously issued IFB amendment(s) and the original IFB document. The bidder agrees that the language of the original IFB as modified by this and any previously issued IFB amendments shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this IFB amendment is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	
<b>COMPANY NAME</b>			
<b>MAILING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>FEDERAL EMPLOYER ID NO.</b>		<b>SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.</b>	
<b>PHONE NO.</b>	<b>FAX NO.</b>	<b>E-MAIL ADDRESS</b>	

**NOTICE OF AWARD (STATE USE ONLY)**

<b>ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:</b>			
<b>CONTRACT NO.</b>		<b>VENDOR NO.</b>	<b>CONTRACT PERIOD</b>
<b>BUYER</b>	<b>DATE</b>	<b>DIRECTOR</b>	

**AMENDMENT #002 TO IFB B1E05049**

**TITLE: EQUIPMENT: MAILING**

**CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR**

Prospective bidders are hereby notified of the following changes and clarifications:

1. The following paragraphs have been **REVISED:** 3.1.6, 3.1.7, 4.4.1 and Description under "Required Other Costs" on the "Other Costs" page.



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
INVITATION FOR BID**

**AMENDMENT NO. 001  
IFB NO. B1E05049  
TITLE: Equipment: Mailing  
ISSUE DATE: 08/31/04**

**REQ #: NR 650 SPR50000001  
BUYER: Liz Palazzolo  
PHONE NO.: (573) 751-4885  
E-MAIL: liz.palazzolo@oa.mo.gov**

**RETURN BID NO LATER THAN: 09/08/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN BID AND AMENDMENT(S) TO:**

**DPMM  
P O BOX 809  
JEFFERSON CITY MO 65102-0809**

**or**

**DPMM  
301 WEST HIGH ST, RM 630  
JEFFERSON CITY MO 65101**

**CONTRACT PERIOD: Date of Award through One Year**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Springfield Regional Center  
1515 E. Pythian  
Springfield, MO 65801**

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original IFB as modified by this and any previously issued IFB amendments. The bidder should, as a matter of clarity and assurance, also sign and return all previously issued IFB amendment(s) and the original IFB document. The bidder agrees that the language of the original IFB as modified by this and any previously issued IFB amendments shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this IFB amendment is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	
<b>COMPANY NAME</b>			
<b>MAILING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>FEDERAL EMPLOYER ID NO.</b>		<b>SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.</b>	
<b>PHONE NO.</b>	<b>FAX NO.</b>	<b>E-MAIL ADDRESS</b>	

**NOTICE OF AWARD (STATE USE ONLY)**

<b>ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:</b>			
<b>CONTRACT NO.</b>		<b>VENDOR NO.</b>	<b>CONTRACT PERIOD</b>
<b>BUYER</b>	<b>DATE</b>	<b>DIRECTOR</b>	

**AMENDMENT #001 TO IFB B1E05049**

**TITLE: EQUIPMENT: MAILING**

**CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR**

Prospective bidders are hereby notified of the following changes and clarifications:

1. Closing Date:  
As Stated: Return bid no later than: 09/01/04 at 2:00 p.m.  
Change To: Return bid no later than: 09/08/04 at 2:00 p.m.



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
INVITATION FOR BID**

**IFB NO. B1E05049**  
**TITLE: Equipment: Mailing**  
**ISSUE DATE: 08/20/04**

**REQ: NR 650 SPR500000001**  
**BUYER: Liz Palazzolo**  
**PHONE NO.: (573) 751-4885**  
**E-MAIL: liz.palazzolo@oa.mo.gov**

**REVISED BY AMENDMENT #001**

**RETURN BID NO LATER THAN: 09/08/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN BID TO: DPMM or DPMM**  
**P O BOX 809 301 WEST HIGH ST, RM 630**  
**JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101**

**CONTRACT PERIOD: Date of Award through One Year**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Springfield Regional Center**  
**1515 E. Pythian**  
**Springfield, MO 65801**

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 05/03/04). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this IFB is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

**SIGNATURE REQUIRED**

<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b>		<b>TITLE</b>	
<b>COMPANY NAME</b>			
<b>MAILING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>FEDERAL EMPLOYER ID NO.</b>		<b>SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.</b>	
<b>PHONE NO.</b>	<b>FAX NO.</b>	<b>E-MAIL ADDRESS</b>	

**NOTICE OF AWARD (STATE USE ONLY)**

<b>ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:</b>			
<b>CONTRACT NO.</b>		<b>CONTRACT PERIOD</b>	
<b>VENDOR NO.</b>		<b>DATE</b>	
<b>BUYER</b>		<b>DIRECTOR</b>	

## **1. INTRODUCTION**

### **1.1 Purpose:**

- 1.1.1 This document constitutes an invitation for sealed bids from prospective bidders for the purchase and/or lease with purchase option of mailing equipment pursuant to specifications presented herein for the Springfield Regional Center located in Springfield, Missouri at the address noted on the first page of this IFB.
- 1.1.2 For informational purposes only, the initial contract period, "Date of Award through One Year" plus the renewal option periods stated herein, cover a thirty-six (36)-month lease with option to purchase. The lease/purchase shall commence from the date of installation and acceptance by the State of Missouri and extend through the thirty-six (36)-month lease period, subject to the terms, conditions, and provisions stated herein.

### **1.2 History**

- 1.2.1 The following is a good faith effort to present the state agency's mailing usage history. The state makes no guarantees about information presented.
  - Average metered postage expenditure per month: \$2,500.00
  - Average number of pieces process per day: 200
  - Approximately Seventy (70%) of the mail processed is #10 envelopes, certified mail, 8-1/2 x 11 size, 9 x 12 size, 1<sup>st</sup> priority mail bags, & etc.. The remaining 30% is a mix of other mail types and envelope sizes including flats.
  - Size scale currently in use: 10-lb
  - Are multiple postage accounts handled on the same machine?: Yes, four. Monthly and quarterly totals processing is necessary for internal billing.
  - Special mail needs: A lot of mail processed is certified and return-receipt requested.
  - The agency does not process mail using international, book, library, or media rates.
  - Current machinery is equipped with an automatic label dispenser.
  - Documents are currently folded and inserted into envelopes by hand.
  - Does the agency use an automated meter postage deposit service: Yes, Pitney Bowes' "Postage by Phone" is currently used.

## **2. GENERAL CONTRACTUAL REQUIREMENTS**

### **2.1 Contract:**

- 2.1.1 A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Division of Purchasing and Materials Management's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- 2.1.2 The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- 2.1.3 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 2.1.4 Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing and Materials Management or by a modified purchase order prior to the effective date of such modification.

The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the state agency, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## **2.2 Contract Period:**

- 2.2.1 The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period.
- 2.2.2 In the event the contract is awarded for a lease with purchase option, the Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof, to complete the thirty-six (36) month lease with purchase option. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period. The monthly lease/purchase price in effect pursuant to the terms of the contract at the time the product is ordered must remain firm throughout the entire period of each lease/purchase, including renewal options.
- 2.2.3 The contract must agree that the amount of cash payment, if any, that must be made by the state at the end of the 36th month if the state desires to purchase the item(s) shall be no greater than \$1.00 (U.S.). The state shall have the right to purchase the item(s) by notifying the contractor in writing of its intent to assume ownership.
- 2.2.4 In the event the contract is awarded for an outright purchase of equipment, the Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof, to purchase on-going post warranty maintenance on the equipment. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

## **2.3 Renewal Periods:**

- 2.3.1 If the option for renewal is exercised by the Division of Purchasing and Materials Management, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price for the applicable renewal period stated on the Pricing Page of the contract.
- 2.3.2 If renewal prices are not provided, then prices during renewal periods shall be the same as during the original contract period.
- 2.3.3 The Division of Purchasing and Materials Management does not automatically exercise its option for renewal based upon the maximum price and reserves the right to offer or to request renewal of the contract at a price less than the maximum price stated.

## **2.4 Price:**

- 2.4.1 All prices shall be as indicated on the Pricing Page. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

## **2.5 Payment Terms:**

- 2.5.1 All payment terms shall be as stated in the Terms and Conditions of the contract (see paragraph 10, "Invoicing and Payment") unless otherwise addressed in the IFB, or mutually agreed to by the

state and the contractor. Payment terms should be net 30 days unless otherwise stated in the IFB. No late charges shall be applied which are not in compliance with Chapter 34.055 RSMo. This statute may be found at <http://www.moga.state.mo.us/STATUTES/STATUTES.HTM>.

- 2.5.2 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application which is downloadable from the following website: <http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>. Each contractor invoice must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.

## **2.6 Prices Must Be Lowest:**

- 2.6.1 The contractor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

## **2.7 Freight, Shipping and Handling Charges:**

- 2.7.1 All prices shall include all packing, handling, shipping and freight charges ***FOB Destination, Freight Prepaid and Allowed***. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping unless specifically described and priced in the bid, or as otherwise specifically stated and allowed by the IFB.

## **2.8 Coordination:**

- 2.8.1 The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.

## **2.9 Insurance:**

- 2.9.1 The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.

## **2.10 Title:**

- 2.10.1 Title to any leased equipment required by the contract shall be held by and vested in the contractor. The State of Missouri shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the leased equipment including, but not limited to, devices, wires, software, technical literature, etc. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.

## **2.11 Lease with Purchase Option Not Tax-Exempt:**

- 2.11.1 The State of Missouri does NOT regard the contract as a debt instrument and SHALL NOT SIGN AN IRS FORM 8038-G OR GC with respect to the contract. The contract shall be treated as a non tax-exempt obligation.



**2.12 Assignment**

- 2.12.1 Upon the assignment of any interest in the contract, both the contractor and the assignee must execute an "AGREEMENT AND CONSENT" in substantially the form indicated in Attachment One.

**2.13 Replacement of Damaged Product:**

- 2.13.1 The contractor shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

**3. TECHNICAL SPECIFICATIONS****3.1 General**

- 3.1.1 The contractor must provide mailing equipment that is engineered to perform automatic weighing and posting of at minimum 200 pieces or mail per day.
- 3.1.2 The mailing equipment the contractor shall provide shall be equipped with a remote weighing platform that weighs up to 10-pounds, a current industry-standard postage meter, an automatic label dispenser, and an automatic feeder.
- 3.1.3 Electrical specifications for the system shall meet the requirement of being 120v, 60hz(single outlet). In addition, the system must meet Energy Star standards for energy conservation and efficiency.
- 3.1.4 The mail equipment must be UL and CSA approved.
- 3.1.5 The mail equipment shall be able to efficiently and successfully process envelope sizes that range from a minimum of 3" x 5" to a maximum of 10" x 13"; envelope thickness shall range from a minimum of .007" to a maximum of .625" (5/8"). Envelope flap depth which the mail equipment shall accommodate shall range from a minimum of 1" to a maximum of 3".

**REVISED BY AMENDMENT #002**

- 3.1.6 The contractor shall supply an installation kit that shall include a six-foot phone cord, and a detachable "Intellilink" (or equivalent) control center and, if necessary, a phone line splitter. The mail equipment control center shall connect to a standard analog phone line.

**REVISED BY AMENDMENT #002**

- 3.1.7 Accounting, signaling, and reporting features the mail equipment shall possess shall include at minimum the following: auto-dating, multiple tape (1-99), low postage alert, high value protection, original value resetting, sealant indicator or sealant-level indicator, seal only and no seal modes, low ink alert, password security, standard envelope advertisements, standard postal inscriptions, and maximum thickness warning or adjustment.
- 3.1.8 The mail equipment meter must be capable of using an automated postage deposit service such as "Postage By Phone." The contractor shall provide the automated postage deposit service for the meter.
- 3.1.9 The mail equipment system software must have an accounting module that allows the state agency to maintain and track at minimum four (4) accounts, enabling the state agency to conduct monthly and quarterly postage reporting and accurate billing.

#### **4. BID SUBMISSION INFORMATION**

##### **4.1 Description of Product:**

- 4.1.1 The bidder should present a detailed description of all products and services proposed in the response to this Invitation for Bid. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the products proposed; however, the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.

##### **4.2 Preprinted Marketing Materials:**

- 4.2.1 The bidder may submit preprinted marketing materials with the bid. However, the bidder is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the bidder. The bidder is strongly discouraged from relying on such materials in presenting products and services for consideration by the state.
- 4.2.2 It is the bidder's responsibility to provide detailed information about how the item bid meets the specifications presented herein. If preprinted marketing materials do not specifically address each specification, the bidder should provide detailed information to assure that the product meets the state's mandatory requirements. In the event this information is not submitted with the bid, the buyer may, but is not required to, seek written clarification from the bidder to provide assurance that the product bid meets specifications.

##### **4.3 American Made:**

- 4.3.1 In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency shall be manufactured or produced in the United States.
- 4.3.2 The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.
- 4.3.3 If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Executive Head of the Agency bears the burden of certification as required prior to the award of a contract.
- 4.3.4 In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
- 4.3.5 If any products and/or services offered under this IFB are being manufactured or performed in locations outside the United States, the bidder MUST disclose such fact and provide details with the bid.

##### **4.4 Cost Evaluation:**

###### **REVISED BY AMENDMENT #002**

- 4.4.1 The bidder must bid both an outright purchase price and a lease with purchase option price for mailing equipment described herein, including all mandatory features described herein. All necessary system components including the system meter and scale must be included. In addition, the bidder must price the installation kit that shall at minimum include the following: six foot phone cord, a detachable "Intellilink" (or equal) control center, and if necessary, a phone line

splitter. Automated meter deposit services such as “Postage By Phone” must be provided and priced.

4.4.2 The cost evaluation shall consider all mandatory requirements. In addition, the cost evaluation will incorporate renewal option pricing. The State of Missouri reserves the right to evaluate optional items, if deemed necessary.

4.4.3 A separate cost evaluation will be conducted for outright purchase pricing and for lease with purchase option pricing.

#### **4.5 Electronic Bids:**

4.5.1 If the bidder is responding electronically through the Online Bidding website, the bidder should submit completed exhibits, forms, and other information concerning the bid as an attachment to the electronic bid. Specific instructions for submitting electronic attachments are included in the Online Bidding website. Be sure to include the bid number, company name, and a contact name on any attachments submitted with the electronic bid. Bidders submitting electronic and hard copy bid responses which are not identical should explain which response(s) is(are) valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate the response which serves its best interest.

4.5.2 The exhibits and forms provided herein can be saved into a word processing document of the bidder's own creation, completed by the bidder, and then attached to the electronic submission. Other requested or required information should be attached to the electronic bid in whatever format the bidder desires.

4.5.3 Specifically the bidder should submit the following with the electronic bid as an attachment: renewal pricing, domestic products status, and product information.

4.5.4 Exhibits, forms and other information may also be submitted through mail or courier service. However, any such submission should be received prior to the specified closing date and time.

#### **4.6 Business Compliance:**

4.6.1 The bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The bidder certifies by signing the signature page of this original document and any amendment signature page(s) that he/she and any proposed subcontractors are presently in compliance with such laws. The bidder shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

**4.7 Determination for Award:**

- 4.7.1 The award of contract shall be made to the lowest priced responsive bidder. The State of Missouri reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past three years. As deemed in its best interests, the State of Missouri reserves the right to clarify any and all portions of any bidder's offer.
- 4.7.2 The state will award either an outright purchase of equipment, or a lease with purchase option for the equipment. The state will choose between the two pricing options as determined to be in its best interest.

Date of Award through One Year  
**FIRM FIXED OUTRIGHT PURCHASE PRICING  
 FOR  
 REQUIRED MAIL EQUIPMENT AND SOFTWARE**

ITEM NO.	ITEM DESCRIPTION	QTY.	PURCHASE PRICE		ADDITIONAL MONTHLY MAINTENANCE PRICE, AFTER WARRANTY		ADDITIONAL INSTALLATION CHARGE, IF ANY	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
GRAND TOTALS:			Line Item 001	\$	Line Item 002	\$	Line Item 003	\$

**Line Item 001 C/S Code: 98554 MAILING EQUIPMENT INCLUDING POSTAGE METER**  
 Total Purchase Price FOR ONE SYSTEM that includes all Equipment and Software  
**OUTRIGHT PURCHASE Price** ---See Line Item 001 above

**Line Item 002 C/S Code: 98554 MAILING EQUIPMENT INCLUDING POSTAGE METER**  
 Total Monthly Maintenance Price (**OUTRIGHT PURCHASE**)

**Line Item 003 C/S Code: 98554 MAILING EQUIPMENT INCLUDING POSTAGE METER**  
 Total Price for System Installation (**OUTRIGHT PURCHASE**)

Pursuant to the terms, conditions and specifications set forth in this Invitation for Bid, I hereby quote the price(s) for items and services indicated above at a firm, fixed purchase price for the contract period and hereby grant the State of Missouri the right to add or delete the quoted items and services at the same price(s) indicated above at any time during the contract period. In the event that the State of Missouri exercises its options to extend the contract period, the prices for such extension period shall be determined pursuant to Renewal Option Tables. Unless quoted above, the contractor agrees that the State of Missouri shall not pay for any maintenance or installation costs. Such cost shall be considered to be included in the firm, fixed purchase price.

**Date of Award through One Year**  
**FIRM FIXED OUTRIGHT PURCHASE PRICING**  
**For**  
**OPTIONAL MAIL EQUIPMENT AND SOFTWARE**

[illegible]

Pursuant to the terms, conditions and specifications set forth in this Invitation for Bid, I hereby quote the price(s) for items and services indicated above at a firm, fixed purchase price for the contract period and hereby grant the State of Missouri the right to add or delete the quoted items and services at the same price(s) indicated above at any time during the contract period. In the event that the State of Missouri exercises its options to extend the contract period, the prices for such extension period shall be determined pursuant to Renewal Option Tables. Unless quoted above, the contractor agrees that the State of Missouri shall not pay for any maintenance or installation costs. Such cost shall be considered to be included in the firm, fixed purchase price.

## REQUIRED MAIL EQUIPMENT AND SOFTWARE

GRAND TOTALS:	Line Item 004	\$	Line Item 005	\$	Line Item 006	\$
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**Line Item 004 C/S Code: 98554      MAILING EQUIPMENT INCLUDING POSTAGE METER**

**Total Monthly Maintenance Price (LEASE WITH PURCHASE OPTION)**

**Total Price for System Installation (LEASE WITH PURCHASE OPTION)**

Pursuant to the terms, conditions and specifications set forth in this Invitation for Bid, I hereby quote the price(s) for items and services indicated above at a firm, fixed lease with purchase option price for the contract period and hereby grant the State of Missouri the right to add or delete the quoted services at the same price(s) indicated above at any time during the contract period. In the event that the State of Missouri exercises its options to extend the contract period, the prices for such extension period shall be determined pursuant to Renewal Option Tables. Unless quoted above, the contractor agrees that the State of Missouri shall not pay for any maintenance or installation costs. Such cost shall be considered to be included in the monthly lease with purchase option price.

**Date of Award through One Year**  
**FIRM FIXED LEASE WITH PURCHASE OPTION PRICING**  
**FOR**  
**OPTIONAL MAIL EQUIPMENT AND SOFTWARE**

ITEM NO.	ITEM DESCRIPTION	QTY.	PURCHASE PRICE		ADDITIONAL MONTHLY MAINTENANCE PRICE, AFTER WARRANTY		ADDITIONAL INSTALLATION CHARGE, IF ANY	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
GRAND TOTALS:				\$		\$		\$

Pursuant to the terms, conditions and specifications set forth in this Invitation for Bid, I hereby quote the price(s) for items and services indicated above at a firm, fixed lease with purchase option price for the contract period and hereby grant the State of Missouri the right to add or delete the quoted services at the same price(s) indicated above at any time during the contract period. In the event that the State of Missouri exercises its options to extend the contract period, the prices for such extension period shall be determined pursuant to Renewal Option Tables. Unless quoted above, the contractor agrees that the State of Missouri shall not pay for any maintenance or installation costs. Such cost shall be considered to be included in the monthly lease with purchase option price.





Warranty on Parts: \_\_\_\_\_

Warranty on Labor: \_\_\_\_\_

**Accrual Monetary Value Applicable to Purchase**

In order to accurately determine (1) the maximum liability to the state under the contract award and (2) the buy-out price at any time during the contract period, including any renewal option(s) if exercised by the state, the bidder must (1) state a firm, fixed purchase price(s) on the appropriate pricing table(s) included herein against which accrued monetary values may be applied and (2) indicate below the percentage of equity accrual of each monthly lease with purchase option payment applicable against the stated purchase price(s).

<u>MONTH</u>	<u>% APPLIED TO PURCHASE</u>	<u>MONTH</u>	<u>% APPLIED TO PURCHASE</u>
1	_____	21	_____
2	_____	22	_____
3	_____	23	_____
4	_____	24	_____
5	_____	25	_____
6	_____	26	_____
7	_____	27	_____
8	_____	28	_____
9	_____	29	_____
10	_____	30	_____
11	_____	31	_____
12	_____	32	_____
13	_____	33	_____
14	_____	34	_____
15	_____	35	_____
16	_____	36	_____
17	_____		
18	_____		
19	_____		
20	_____		

The bidder **MUST** agree that the amount of cash payment, if any, that must be made by the state at the end of the 36th month if the state desires to purchase the item(s) shall be no greater than \$1.00. The state shall have the right to purchase the item(s) by notifying the contractor in writing of its intent to assume ownership. If the bidder elects to allow the buy-out of equipment at the end of the 36-month period for no additional charge, indicate by checking below: \_\_\_\_\_ No charge for buy-out at 36<sup>th</sup> month

**MBE/WBE Certification:**

Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oa.mo.gov/oao/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877-259-2963 or email [nancy.heyer@oa.mo.gov](mailto:nancy.heyer@oa.mo.gov).

\_\_\_\_\_ MBE      \_\_\_\_\_ WBE      \_\_\_\_\_ Both

**Employee Bidding/Conflict of Interest:**

Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name and title of state employee, General  
Assembly member or statewide elected official: \_\_\_\_\_

Name of state agency where employed: \_\_\_\_\_

Percentage of ownership interest in bidder's  
organization held by state employee, General  
Assembly member or statewide elected official: \_\_\_\_\_ %

## OTHER COSTS

The bidder must state below under Required Other Costs any costs, in addition to those quoted on the Pricing Pages contained herein, for any additional materials, services, supplies, and/or other one time costs that are necessary to satisfy the requirements of the Invitation for Bid and shall, therefore, be furnished by the bidder if awarded a contract, at no more than the cost indicated. The bidder may list any related optional other costs where indicated below.

[illegible]

**STATE OF MISSOURI -- OFFICE OF ADMINISTRATION  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

**EXHIBIT A**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION
<b>SECTION C</b>		
I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.		
SIGNATURE (If submitting bid electronically, typed signature required)		
COMPANY NAME		

**NOTE: Any product not listed above in Section C will be considered non-domestic if Section A is not signed. If this form is not completed, signed, and returned, items bid may not receive the domestic preference.**

**ATTACHMENT ONE**  
**AGREEMENT AND CONSENT**  
**TO FINANCIAL ASSIGNMENT OF CONTRACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Assignor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Assignee)

RE: Equipment Lease with Purchase option under Contract C

The Assignor, as named above, assigns to the Assignee, as named above, title of the (what it is) and all related equipment ("System"). The assignment also includes transfer from the Assignor to the Assignee of the right to receive lease with purchase option payments to be made by the State of Missouri for the System pursuant to the contract. This assignment does not entitle the Assignee to receive payment in any amount above that which the Assignor would otherwise receive, including any adjustments specified in the contract to the lease with purchase option payments. In addition, the Assignee releases the State of Missouri from all responsibilities for payment made previously to the Assignor pursuant to the contract.

The Assignor shall continue to honor and comply with all terms and conditions, requirements and specifications of the contract. The State of Missouri shall hold the Assignor responsible for the performance of all obligations under the contract.

The Assignee hereby certifies and represents as follows:

- (a) The Assignee is acquiring the contract for its own account with the intent of holding it as an investment, and the Assignee has not sold, and does not intend to sell, the contract to any other person/entity.
- (b) The Assignee (i) obtained such financial and other information as it deems necessary in order for it to make an informed investment decision with respect to the purchase of the contract, and (ii) had ample opportunity to ask questions of, and to receive answers from, appropriate representatives of the Assignor, concerning the terms and conditions, requirements and specifications of the contract. The State of Missouri has provided the Assignee with all additional information which it has requested.
- (c) The Assignee is familiar with the terms and conditions, requirements, specifications and risks of the contract, including but not limited to, the option of the State of Missouri to elect not to renew the contract at the end of any contract period, and the right of the Division of Purchasing and Materials Management to cancel the contract at any time for material breach of contractual obligations. The Assignee understands further that the state's payments under the contract are contingent upon the performance by the Assignor in accordance with all terms and conditions, requirements and specifications of the contract, and the approval and acceptance of such performance by the State of Missouri.
- (d) The Assignee believes that the contract is a security of the kind that it wishes to acquire and hold for investment and that the nature and amount thereof are consistent with its investment program.

This Agreement and Consent shall not be final until it is incorporated into the subject contract by formal amendment subject to approval and acceptance by the State of Missouri, Division of Purchasing and Materials Management.

IN WITNESS THEREOF, the parties hereto have executed this Agreement and Consent on the date as stated below.

\_\_\_\_\_  
(ASSIGNOR)  
\_\_\_\_\_  
BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
(ASSIGNEE)  
\_\_\_\_\_  
BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEIN: \_\_\_\_\_

**STATE OF MISSOURI**  
**DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**  
**TERMS AND CONDITIONS -- INVITATION FOR BID**

### 1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DPMM to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

### 2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

### 3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DPMM, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on the state's On-Line Bidding website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DPMM reserves the right to officially amend or cancel an IFB after issuance.

### 4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail,



- (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
  - e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DPMM and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
  - f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
  - g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
  - h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.
  - i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 5. SUBMISSION OF BIDS

- a. Bids may be submitted electronically as permitted by the IFB through the State of Missouri's On-Line Bidding website or hard copy delivered to the DPMM office. Delivered bids must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DPMM post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the DPMM office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid submitted electronically may be modified on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid submitted electronically may be canceled on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DPMM prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. When submitting a bid electronically, the bidder indicates acceptance of all IFB terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Bidders delivering a hard copy bid to DPMM must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

## 6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on the state's On-Line Bidding website after the official opening date and time. The DPMM will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

## 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with Executive Orders 03-27 and 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DPMM reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DPMM reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DPMM may negotiate for the required supplies.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the DPMM to the successful bidder. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.

- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The DPMM posts all bid results on the On-line Bidding website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. The DPMM reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DPMM.

## **9. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DPMM's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

## **10. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

## **11. DELIVERY**

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## **12. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

## **13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

## **14. CONFLICT OF INTEREST**

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

## **15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or

will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

## **16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

## **17. COMMUNICATIONS AND NOTICES**

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

## **18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

## **19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

## **20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 05/03/04

**END OF DOCUMENT**